



**DEFENSE INFORMATION SYSTEMS AGENCY
JOINT INTEROPERABILITY AND ENGINEERING
ORGANIZATION**



CHARTER

FOR THE

**SYMBOLLOGY STANDARDS MANAGEMENT
COMMITTEE**

SSMC



FEBRUARY 1996

5 March 1996

**SYMBOLGY STANDARDS MANAGEMENT COMMITTEE/CONFIGURATION CONTROL BOARD
(SYMBOLGY SSMC/CCB) CHARTER**

1. REFERENCES

a. JIEO Plan 3200, *DOD Information Technology Standards Management Plan*, November 1993.

b. JIEO Plan 9002, *Symbology Information Technology Standards Management Plan*, 1 March 1995.

c. DOD 4120.3-M, *Defense Standardization Program (DSP) Policies and Procedures*, July 1993.

2. PURPOSE. In accordance with references a and b, this charter establishes the Symbology Standards Management Committee (SSMC) as a subcommittee of the Standards Coordinating Committee (SCC) with the scope, mission, organization, functions, responsibilities, and procedures outlined below.

3. SCOPE. The SSMC provides the management forum for the Symbology Information Technology Standards (ITS) process and its scope encompasses Symbology ITS and systems that acquire, use, and display C4I related symbology for national security purposes. The SSMC is chartered to coordinate and manage the Symbology ITS program and focuses on the development and exploitation of symbology in support of C4I systems, processes, practices, interfaces, interoperability, interchange processing and transmission and transfer. The scope of symbology in the ITS community spans the responsibilities of several Defense Standardization Program (DSP) standardization areas (ref. b). The SSMC participates in and coordinates the Symbology ITS related activities within these DSP areas, (refs. b and c), integrates them with activities outside the DSP, and provides a single focal point for standardization of symbols, symbol formats, procedures, and practices that affect symbology used in support of C4I systems and products.

4. MISSION. The SSMC mission is to build upon the activities, special expertise, and procedures established under the DOD ITS and DSP programs and to support the management structure and mechanisms necessary to accomplish the necessary coordination, integration, validation, testing, implementation, and configuration management of ITS related to the use and display of symbology. The SSMC directly supports the interoperability, effectiveness, efficiency, and reduction in costs in applying uniform symbology standards and in harmonizing these standards with related non-DOD standards. To this end, the SSMC will develop, establish, implement, and

promulgate new and existing symbology standards to ensure compatibility and interoperability of symbology among DOD information systems, and to the extent authorized, with non-DOD information systems. This mission will be accomplished as provided for in refs. a-c through direct participation in the Information Standards and Technology (INST), Mapping, Charting, and Geodesy Technology (MCGT), Human Factors (HFAC), and Drawing Practices (DRPR) standardization areas as appropriate.

5. ORGANIZATION

a. Chair. DISA, Joint Interoperability and Engineering Organization (JIEO) Center for Standards (CFS), as the INST Lead Standardization Activity (LSA), will provide the chair of the SSMC/CCB.

b. Secretariat. JIEO CFS provides the secretariat to perform administrative tasks as directed by the chair and to support the mission of the SSMC and information exchange among its members.

c. Members. The SSMC membership will consist of DOD CINC/Service/Agency (C/S/A) representatives having C4I interests and significant involvement in the development, maintenance, and use of symbology ITS. Each CINC, service, and defense agency represented on the SSMC/CCB shall have a single vote on matters discussed. Voting members represent the C/S/As listed in the attachment and must be designated in writing. The Joint Staff is responsible for providing guidance on the validation of symbology requirements for C4I systems and compliance certification. Its representative ensures that the SSMC addresses the symbology requirements identified by the Joint community. The SSMC receives active participation from the symbology-related activities within the standardization areas of MCGT, HFAC, DRPR, and INST (ref. c). Representatives from the National Communication System (NCS), the National Institute of Standards and Technology (NIST), and the National Telecommunications and Information Administration (NTIA) are also invited to attend the meetings. The chair is responsible for ensuring that the meetings are run efficiently, that each member is provided the opportunity to present and discuss issues before the committee, and that the SSMC focuses upon its mission. At the discretion of the members, representatives of other organizations may attend meetings to present positions and issues of interest to the SSMC/CCB or pertaining to issues before the SSMC/CCB. Membership on the SSMC may be revised by a majority of the members and concurrence of the chair. Associate members are organizations, because of their C4I involvement and or their expertise and involvement in symbology matters requires that the SSMC maintain close contact with and receive input from on matters before the committee. Involvement of the associate members is crucial to the success of the committee in accomplishing its mission. Membership may be extended to U.S. Government agencies outside DOD. The list of member organizations is in attachment 1.

d. Observers. Other U.S. government organizations with an interest in SSMC activities are encouraged and welcomed to attend as observers. These organizations, as representatives of the user community, provide valued perspectives on symbology issues as well as support for achieving maximum interoperability. When acting in direct support of a member organization, and by invitation, contractor personnel may attend SSMC meetings.

6. FUNCTIONS AND RESPONSIBILITIES. The SSMC will function as a subordinate body of the Standards Coordinating Committee (SCC). The symbology standards management concept is designed to use the standards activities, processes, and procedures established in the references. As provided in ref. b, the committee functions under the management structure and mechanisms of the Symbology ITS Management Plan (SITSMP) and conducts the bulk of the symbology ITS activities related to the adoption, specification, certification, and enforcement of symbology standards in support of the DOD C4I community. The SSMC provides coordination among the LSAs to provide a single focal point for symbology standardization activities. This coordination is essential for establishing symbology standards, eliminating redundancy, and ensuring that standards documents contain valid requirements, current technology, modern industrial practices, and proven conformance testing methods. The SSMC also functions as a primary means by which DISA assesses requirements, assigns priorities to tasks and monitors the success of the symbology ITS program. The SSMC, in its CCB role, coordinates with the appropriate LSA to maintain existing standards. As provided for in references a and b, the SSMC shall:

a. Coordinate and integrate all functional symbology activities including providing support to DSP LSAs in developing, adopting, specifying, certifying, and enforcing symbology ITS as part of the DOD ITS program.

b. Develop symbology standards selection criteria by combining operational requirements, human factors engineering, and technical considerations and serve as the primary coordination point for symbology ITS activities conducted within the DSP standardization areas.

c. Pursue the satisfaction of symbology ITS requirements either within the SSMC or, when tasked by the SCC, by sponsoring DOD representatives to external ITS forums.

d. Ensure that the symbology ITS developed under SSMC direction comply with the guidance contained in ref. b.

e. Establish working groups (WGs) as needed to address specific symbology standards issues and projects that require special technical expertise. The WG works at the direction of the SSMC to assist in developing symbology ITS and to provide technical positions and recommendations as required and/or directed. The composition of the WG and

its chair are at the discretion of the SSMC.

f. Solicit, recommend, and provide to the SCC endorsed nominations of DOD representatives to external ITS forums.

g. As tasked by the SCC, sponsor and provide support, including the development of guidance packages, for DOD representatives to DOD and non-DOD ITS forums.

h. Serve as the CCB for the CM of selected DOD symbology standards.

i. Forward to the SCC for resolution symbology issues on which the SSMC members cannot reach consensus or which one or more members declare as being substantive (see Para. 7c).

j. Assist DOD organizations in standardizing symbology to meet their C4I needs and functional requirements.

k. Ensure compatibility and interoperability between the display and use of symbology within C/S/A C4I systems.

l. Receive and review proposals for symbology standards or standardization from interested members or parties sponsored by a member. Recommend and support the establishment of standardization projects.

m. Assess the completeness of symbology standards products developed under its direction. Compare the applicability of proposed standards with the stated needs and requirements listed in users' needs documents, functional requirements documents, and guidance documents.

n. Develop and approve detailed procedures by which the SSMC/CCB will function and conduct business.

o. Develop and publish CM plans for Symbology ITS.

7. PROCEDURES

a. Meeting. The SSMC meets quarterly or as needed. The chair will prepare and distribute the agenda for each meeting, listing the issues, CM items, and other business related to the mission and responsibilities of the SSMC. The chair shall provide members the opportunity to provide input to the agenda. Any member can request that the vote on an issue or agenda item be postponed if the member has not had a reasonable opportunity to formulate or resolve his/her organization's vote. Meeting minutes will be prepared by the secretary, signed by the chair, and distributed to all the members and associate members.

b. Issues. Issues may be raised by any member to the chair and, if requested, added to the agenda for the next meeting. If an important

issue arises between meetings, the chair will solicit members' recommendations as to whether a special meeting needs to be called.

c. Voting. Approval of and decisions on items of business will be by consensus, which is reached when a majority of the members voting (associate members do not vote) at the meeting (and those who provide a vote to the chair prior to the meeting) agree. Unresolved issues, i.e., where there is a tie vote, can be resolved by the chair voting on the issue. If one or more of the members declare the issue substantive, the issue will be forwarded to the SCC by the chair. The member(s) declaring the issue substantive have ten working days to present an issue paper to the chair describing the minority position. The chair shall forward the position paper, along with a description of the issue background and a recommendation on how to resolve the issue, to the SCC. When a designated member does not attend a meeting, the chair shall ascertain prior to or during the meeting as to whether the organization has designated a replacement spokesperson.

d. Each voting member identified in the attachment acts as the spokesperson for the organization represented.

e. The SSMC charter will be reviewed every two years.

Approved:

JAMES L. WILLIAMS
Colonel, USA
Deputy Commander
Information Technology Standards

DISTRIBUTION:
SSMC Members
SCC Members

ATTACHMENT 1

CHAIR

Director, Defense Information Systems Agency (DISA), Joint
Interoperability and Engineering Organization (JIEO), Center
for Standards (CFS)

MEMBERS

Assistant Secretary of Defense for Command, Control,
Communications, and Intelligence (ASD/C3I)
Central Imagery Office
Chairman, Joint Chiefs of Staff
Chief of Staff, U.S. Air Force
Chief of Staff, U.S. Army
Chief of Naval Operations
Commandant of the Marine Corps
Commander in Chief, U.S. Atlantic Command
Commander in Chief, U.S. European Command
Commander in Chief, U.S. Central Command
Commander in Chief, U.S. Pacific Command
Commander in Chief, U.S. Southern Command
Commander in Chief, U.S. Space Command
Commander in Chief, U.S. Special Operations Command
Commander in Chief, U.S. Strategic Command
Commander in Chief, U.S. Transportation Command
Department of Transportation U.S. Coast Guard
Director, Defense Intelligence Agency
Director, Defense Mapping Agency

ASSOCIATE MEMBERS

Air Combat Command
Air Force Space Command
Commander, Space and Naval Warfare Systems Command (SPAWAR)
Defense Modeling and Simulation Office (DMSO)
Joint Warfighting Center
Marine Corps Combat Development Center, Doctrine Division
Naval Air Systems Command (NASC)
Naval Air Warfare Center (NAWC)
Naval Command, Control, and Ocean Surveillance Center, Research,
Development, Test, and Evaluation Division
Naval Research Laboratory
Program Executive Office, Missile Defense
Rome Air Development Center
U.S. Army Command and General Staff College (CGSC)
U.S. Army Research Laboratory, Human Research and Engineering
Directorate

ATTACHMENT 1

U.S. Army Space Program Office (ASPO)
U.S. Army Topographic Engineering Center

ACRONYM LIST

ASD/C3I	Assistant Secretary of Defense for Command, Control, Communications, and Intelligence
C/S/A	CINC/Service/Agency
C4I	Command, Control, Communications, Computers, and Intelligence
CCB	Configuration Control Board
CFS	Center for Standards
CM	Configuration Management
DISA	Defense Information Systems Agency
DOD	Department of Defense
DMA	Defense Mapping Agency
DRPR	Drawing Practices
DSP	Defense Standardization Program
EA	Executive Agent
HFAC	Human Factors
INST	Information Standards and Technology
IT	Information Technology
ITS	Information Technology Standards
JIEO	Joint Interoperability and Engineering Organization
LSA	Lead Standardization Activity
MCGT	Mapping, Charting, and Geodesy Technology
MOA	Memorandum of Agreement
NCS	National Communications System
NIST	National Institute of Standards and Technology
NTIA	National Telecommunications and Information Agency

ACRONYM LIST

SCC	Standards Coordinating Committee
SITS	Symbology Information Technology Standards
SITSMP	Symbology Information Technology Standards Management Plan
SSMC	Symbology Standards Management Committee
WG	Working Group